



**CITY OF BRAWLEY
JOB ANNOUNCEMENT**

DEPARTMENT: Public Works

POSITION: Water Distribution/Sewage Collections System Operations Supervisor

SALARY: \$4,650.06 per month

EXAM TYPE: Oral Interview

DUTIES: Job description attached

QUALIFICATIONS: High School diploma or equivalent; Associates degree with coursework in water, wastewater and pretreatment programs; Bachelor's Degree in Public Administration or in the Science disciplines with coursework in water, wastewater and pretreatment programs is highly desired. Two years of experience with water distribution and collection systems. Must currently possess a California Water Distribution Grade 3 certificate, a Backflow Assembly Tester certification as well as a Cross Connection Control Specialist certification. A valid Class C license is required; Class B desired.

APPLY TO: City of Brawley – Personnel Dept.
383 Main St.
Brawley, CA

APPLY BY: March 30, 2017 by 5:00 pm

Posted 03/08/2017

CITY OF BRAWLEY
WATER DISTRIBUTION/SEWAGE COLLECTION SYSTEM OPERATIONS SUPERVISOR

DEFINITION:

Under direction, this position is responsible for the preparation and implementation of a variety of water and sewer quality assurance improvement programs and pretreatment activities. This position works closely with personnel from the Water and Wastewater Treatment Plants, Streets and Utilities Divisions and City Administration to correctly implement:

- Cross Connection Control Program
- Industrial Pretreatment Program
 - Loading costs from SIU's
 - Local Limits adjustments
 - Enforcement of Sewer Use Ordinance
 - Developments of sewer use permits and permit reviews
- Waster Distribution Programs:
 - Main water line flushing
 - Valve exercise
 - Disinfection of new and repaired water lines
 - Customers complaints
 - Water pressure balance within water service area
- Water Conservation Program
- Maintenance and operation of city sewage pump stations
- Continued Development of Local Limits
- Continued development of Sewer Use Ordinance

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Water Distribution System:

- Prepare and implement Waterline Flushing Program
 - For the reduction of TTHMS and HASS disinfection By products
- Prepare and implement Valve Exercising Program
- Prepare and implement Disinfection Program for new water mains and for repaired broken mains
- Balance of water system to ensure uniform pressure to all areas of City
- Answer and address water related complaints (low pressure, taste and odor, turbid water, potential cross connections)
- Work closely with City's contractors to ensure new water main installations are properly disinfected
- Water Conservation Activities
 - Set trainings on water conservation
 - Submit reports to regulatory agencies

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- Enforce water conservation ordinances
- Maintains accurate records and prepares oral and written reports as directed and as required by the Public Works Department and State of California regulatory agencies
- Other duties as assigned

Cross Connection Control Program:

- Operate and maintain City's Cross Connection Control Program
- Complete Cross Connection Surveys
 - Conduct site visits
 - Interact with business owners and address concerns
- Develop and maintain list of back flow assemblies installed in water system
- Enforce Cross Connection Control Ordinance
- Send letters to business, commercial and residential customers who have backflow assemblies
- Write reports to Water Board Division of Drinking Water
 - Complete the annual reports

Sewage Collection System:

- Enforce City's Pretreatment Ordinance with Administrative Staff for commercial and industrial sewage dischargers. This includes monitoring commercial and industrial sites for flow and discharge loading
- Recognize illegal dumping into the City's wastewater collection system
- Work with businesses in obtaining sewer use permits
 - Work with Significant Industrial Users (SIU)
 - Monitor report submissions reports and calculate discharge loadings
 - Determine violations
 - Draft Notice of Violations
 - Time Schedules
 - Develop spreadsheets and calculate billing costs for finance on SIU's
 - Work with SIU employees to establish positive working relationships
 - Develop and send Notices of Violations, schedules, and Best Management Practices,
- Work with regulatory agencies USEPA and California Regional Water Quality Control Board
- Develop and submit reports as required to regulatory agencies, supervisory staff, Finance department and others as required
- Operate and maintain two city sewage pump stations
- Review operating budget and reallocate funding sources as required

KNOWLEDGE AND ABILITIES

- Industrial Pretreatment Inspector Certificate (desired)

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- Write comprehensive reports, maintain accurate records that are satisfactory to the Department of Health Services, the California Regional Water Quality Control Board and the EPA Pretreatment Division, Public Works Supervisory and Administrative Staff
 - Council Agendas and Reports
- Valid Class C California Driver's License
- General knowledge of state water requirements, water codes, pretreatment requirements, city ordinances and safety regulations
- Ability to effectively communicate orally and in writing with SIU, regulatory agencies, general public, Supervisory and Administrative Staff.
- Ability to provide council presentations and updates to the general public
- Ability to coordinate activities with various Public Works Divisions
- Ability to set meetings to address and express concerns to SIU's orally and in written memorandum's and letters
- Follow oral and written instructions
- Read and write English effectively and give oral and written instructions
- Get along and work cooperatively with Public Works Staff and its various divisions, staff and other City departments
- Work independently or as a member or a work crew
- Complete assigned tasks completely and efficiently
- Computer skills (Word, Excel, Access, Power Point, Tokay Software, Linko Software, and SCADA.)
- Ability to read spreadsheets and analyze trends and outcomes
- Evaluate subordinates and provide direction and tasks
- Ability to work with contractors and engineering firms

TRAINING AND EDUCATION

- High School diploma or equivalent
- Associates degree with coursework in water, wastewater and pretreatment programs
- Bachelor's Degree in Public Administration or in the Science disciplines with coursework in water, wastewater and pretreatment programs is highly desired.
- Two years of experience with water distribution and collection systems

PHYSICAL REQUIREMENTS

- Works in extreme weather conditions including heat, cold, wind and the occasional rain.
- Walks, stands, and sits for long durations
- Sits and works on computer desk for approximately 30% of time
- Drives City vehicle and/or trucks
- Must be able to lift 50 lbs.

SPECIAL LICENSE REQUIREMENTS

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- State of California Water Distribution Operator Certification grade D-3 or higher
- Industrial Pretreatment Inspection Certificate highly desirable
- Cross Connection Control Specialist
- Back flow assembly tester
 - AWWA
 - CRWA
 - APBB
- Valid Class C, California Driver's License. License is required at time of appointment and must be maintained throughout employment. A safe driving record is highly desirable. A Class B license is desirable.

DRUG TESTING REQUIREMENTS

- If the candidate possesses a California Class B Driver's License, the position will be subject to Drug and Alcohol testing, Title 49 CFR, Part 382 and Part 40 as adopted by the City.